



**TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION
COUNCIL (TVET CDACC)**

Qualification Code : 091905T4HRI
Qualification : Health Records and Information Technology Level 5
Unit Code : HE/OS/HR/CR/03/5/A
Unit of Competency : Collect and Submit Health Data

INSTRUCTION TO THE ASSESSOR

1. You are required to mark practical as the candidate perform the task.
2. You are required to take video clips at critical points.
3. Ensure the candidate has a name tag and registration code at the front

OBSERVATION CHECKLIST

Candidate's name & Registration No.	
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Assessor's name & Reg. code			
Unit(s) of Competency			
Venue of Assessment			
Date of assessment			
<i>(Indicate the marks available and marks obtained respectively. Award marks appropriately as guided for in the items for evaluation indicated. Give a brief comment where necessary)</i>			
Items to be evaluated:	Marks allocated	Marks obtained	Comments
Task 1: Reception and creation of rapport			
1. Adhered to work place safety I. Dust coat II. Face mask <i>(Award 1 marks for correctly worn PPE)</i>	2		
Task 1 and Task 2			
2. Identified MoH 204A as under 5 register <i>(Award 2 marks for correctly identified register or 0)</i>	2		
3. Identified MoH 204B as over 5 registers <i>(Award 2 marks for correctly identified register or 0)</i>	2		
4. Captured under 5 years data in MoH 204A <i>(Award 1 mark for each file correctly captured or 0)</i>	4		
5. Captured all over 5 years data in MoH 204B <i>(Award 1 mark for each file correctly captured or 0)</i>	4		
Task 2and Task 3			

6. Summarized under 5 years data in MoH705A <i>(Award 4marks for correctly summarised data)</i>	4		
7. Summarized under 5 years data in MoH705A <i>(Award 4marks for correctly summarised data)</i>	4		
Additional presentation skills			
TOTAL	22		
ASSESMENT OUTCOMES			
<p>The candidate was found to be:</p> <p style="padding-left: 40px;">Competent <input type="checkbox"/> Not yet competent <input type="checkbox"/></p> <p><i>(Please tick as appropriate)</i></p> <p><i>(The candidate is competent if s/he gets 50% or higher)</i></p>			
Feedback from candidate:			
Feedback to candidate:			
Candidate's signature:	Date:		
Assessor's signature:	Date:		